

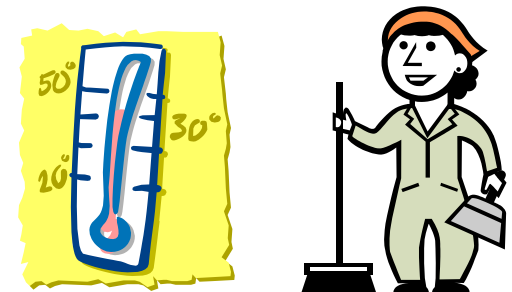
CHECKLIST

- ❑ Each machine shall display their permit securely to the near center and upper front.
- ❑ A vending machine location record shall be maintained at the operator's place of business in the state. It shall have the post office address of the building, floor level of the building, and room or area on the floor. The entry under each machine shall include the serial and model number; permit number; and whether it is heated, refrigerated, beverages, food, or combination.
- ❑ The areas where machines are located shall be well lighted, maintained in good repair, and clean. There shall be enough space around machine so it can be readily cleaned. The floor shall be reasonably smooth and cleanable. This area shall also be free from excessive condensation and not located under overhead leakage or under drains or waste piping. The machines shall not be under exposed stairways unless an overhead cover for machine is provided. The machines shall not be located in areas where there is an undue amount of air borne dust or dirt in areas of factories where workmen wear respirators. If unpackaged foods or ingredients are handled, there shall be a proper hand washing facility in proximity.
- ❑ All foods, beverages, and ingredients shall be manufactured, processed, and prepared in commissaries or establishments that comply with all applicable laws.
- ❑ All foods offered for sale through vending machines, including beverages and

ingredients, shall be clean and wholesome and free from spoilage and adulteration.

- ❑ All foods, beverages, and ingredients shall be stored, transported, displayed and dispensed in such a manner to be protected from dust, flies vermin, rodent, insecticides, and rodenticides at all times. Wet storage of cartoned, bottled, canned or packaged items is prohibited.
- ❑ Potentially hazardous foods in the vending machines shall be dispensed in the original container or wrapper placed on at the commissary. Except when the food has a natural protective covering that is not ordinarily eaten or the foods are dispensed into an approved single-service container inside the vending machine.
- ❑ Potentially hazardous foods temperature requirements: 41 or less for cold foods, 140 or higher for hot foods, and less than zero for frozen foods except when in defrost mode. (canned foods are not potentially hazardous)
- ❑ Vending machines shall have adequate refrigeration or heating units to maintain the foods at the safe temperature ranges. They should also have thermostatic controls and in the event of power failure or other condition which permits the food to attain a temperature above 45 degrees F or below 140 degrees the machine will automatically go in t a "no vend" situation. (there is an allowance of 30 minutes for loading, unloading, or servicing where machine will no go into a "no vend" when unsafe temperatures are reached)
- ❑ A thermometer shall be visibly placed in each vending machine.

- ❑ All single service food containers and utensils shall be stored in a sanitary manner.
- ❑ Vending machines and related equipment shall be maintained in a clean and sanitary condition and in good repair.
- ❑ Approved facilities for cleaning and sanitizing equipment shall be available for each vending machine location or at a central location.
- ❑ The water used in vending machines shall be of safe and sanitary quality, complying with well and plumbing codes. If water filters are used they must be the type where they can be disassembled for cleaning and replacement.
- ❑ Self-closing, leak-proof, and easily cleanable refuse containers shall be provided in the vicinity of each machine. If the machines dispense liquid products in bulk it shall have a container in the machine for collecting drips, spillage, or overflow and an automatic shutoff device if this container overflows. Waste lines shall be plumbed with an air gap.
- ❑ Employees shall wash their hands immediately prior to engaging in any vending machine servicing operation.
- ❑ No employee while servicing vending machines may use tobacco in any form.



Vending of Food

“Vending machine” means any self-service device offered for public use which, upon insertion of a coin or token, or by other means, dispenses unit servings of food or beverage either in bulk or in package, without the necessity of replenishing the device between each vending operation. “Vending machine” does not include a device which dispenses only bottled, prepackaged or canned soft drinks, a one cent vending device, a vending machine dispensing only candy, gum nuts, nut meats, cookies or crackers, or a vending machine dispensing only prepackaged Grade A pasteurized milk or milk products.

“Vending machine commissary” means any building, room or place in the state at which foods, containers, transport equipment or supplies for vending machines are kept, handled, prepared or stored by a vending machine operator, except a place at which the operator is licensed to manufacture, distribute or sell food products under Ch. 97 Stats. Whether a garage, home, hospital, commercial kitchen, warehouse, walk-in refrigerator, closet, etc. a place used a vending machine commissary requires a license.

Every vending machine operator will have at least two licenses through the Dept. if they dispense licensable food items. They will have their Vending Machine license and they will have at least one Vending Machine Commissary license.

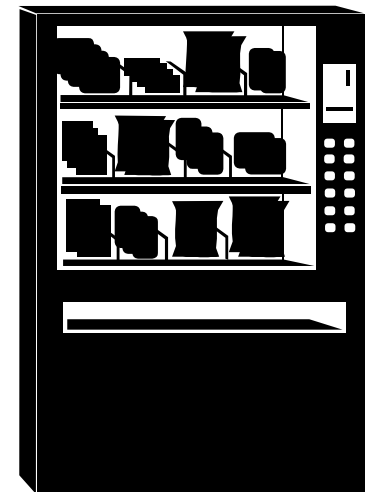
ALL VENDING MACHINES AND RELATED EQUIPMENT USED AT A VENDING MACHINE LOCATION SHALL BE APPROVED BY THE DEPARTMENT, AN AGENT OF THE DEPARTMENT, OR A TESTING LAB APPROVED BY THE DEPARTMENT. APPROVAL IS BASED ON THE CONSTRUCTION CRITERIA DEVELOPED BY THE NATIONAL SANITATION FOUNDATION (NSF) OR THE NATIONAL AUTOMATIC MERCHANDISING ASSOCIATION (NAMA).

For copies of codes, applications, or other materials visit St. Croix County Health and Human Services-Public Health’s agent program at:

www.sccwi.us/licenseandinspection



Vending of Food



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10/2/12